



**NOTICE**

**Ref: IPEM/IQAC/2021-22/**

**Date: 02/01/2021**

The 11<sup>th</sup> Meeting of the Internal Quality Assurance Cell (IQAC) of Institute of Professional Excellence and Management will be held on 07/08/2021 at 3 p.m.in the conference hall. All the members are requested to attend.

**Agenda: -**

1. To Approve the minutes of the previous meeting
2. Activities to be conducted under the aegis of IQAC
3. To Maintain Faculty Updating and Appraisal record
4. To Review Academic Result and Action plan for improvement
5. Compilation and Review of Documents for academic session 2020-21
6. Next Academic Year Planning
7. Any other point with permission from the chair

**IQAC Coordinator**

**Copy to:**

- Secretary, Laksh Educational Society
- Director General IPEM
- Dean Academics IPEM
- HODs (All Departments)
- IQAC members

**Affiliated to C.C.S. University, Meerut**

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**Brief Record of the IQAC Meeting held on in Conference room.**

**MINUTES OF THE IQAC MEETING HELD ON 07/08/ 2021 THURSDAY IN THE  
CONFERENCE HALL AT 3PM**

**Present Members:**

Prof (Dr.) Nishi Sharma, Prof. (Dr.) Dolly Phillips, Prof (Dr.), Mr Surendra, Mr. Shashank Chaudhary Dr. Sangeeta Solanki, Dr Manoj Chauhan, Mr Pankaj Sharma, Mr. Jagdish Joshi, Mr Vivek, Mr Rashid .

The formal meeting started on a welcome note by IQAC Coordinator. The Chairperson requested all the members for open house discussion on various Agenda of the meeting to maintain quality and excellence at the institution. The following points were discussed in the meeting:-

**1. To Approve the minutes of the previous meeting**

The minutes of the previous meeting held on 09/01/2021 were circulated and confirmed. The Action Taken Report was also discussed.

**2. Activities to be conducted under the aegis of IQAC**

It was decided in the meeting that all the National and International Activities must be held under the aegis of IQAC. Each department is requested to share their Academic Calendar with IQAC and ensure to update about each and every activity in advance.

**3. To Maintain Faculty Updating and Appraisal record.**

It was observed in the Academic Audit that Faculty Personal files in HR Department are not updated on regular basis. It was asked to Keep the detailed record of the Faculty Appraisal and Faculty Development record in her/ his personal file and even at departmental level.

**4. To Review Academic Result and Action plan for improvement**

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The Internal Exam record and Pre University Results Analysis report of each department was discussed. Due to Covid, once again the University exams are delayed so It was suggested to the HODs to keep the track of the Students progress and prepare an action Plan for improvement in results. To avoid backs in paper, Extra/ Remedial classes can be scheduled for the week students.

5. **Compilation and Review of Documents for academic session 2020-21.**

It was discussed in the meeting that, NAAC Peer Team Visit can be scheduled in any month so the departments must keep the Records of 2020-21 Session and compile the same for Academic Audit.

6. **Next Academic Year Planning**

Each department proposed their Action Plan for the Academic Year 2021-22 which will be compiled by IQAC and ensure its implementation on Time.

**IQAC Coordinator**

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